



How to become a
UQ Union
affiliated club

—
ST LUCIA

BECOMING A CLUB

Clubs and societies play a significant role in student life at UQ with 220 clubs, 4500 events per year and over 29,000 members annually. Benefits to becoming an affiliated club include participation at UQ Market Day, access to room bookings on campus, grant funding, professional development and fundraising opportunities, photography and insurance.

Every year, a Clubs and Societies (C&S) Committee is voted in and one of their key responsibilities is to review new club applications. Due to limited resources and the large number of existing clubs, the committee is thorough and intentional in the Ratification and Affiliation process.

Successful applications tend to have the following attributes:

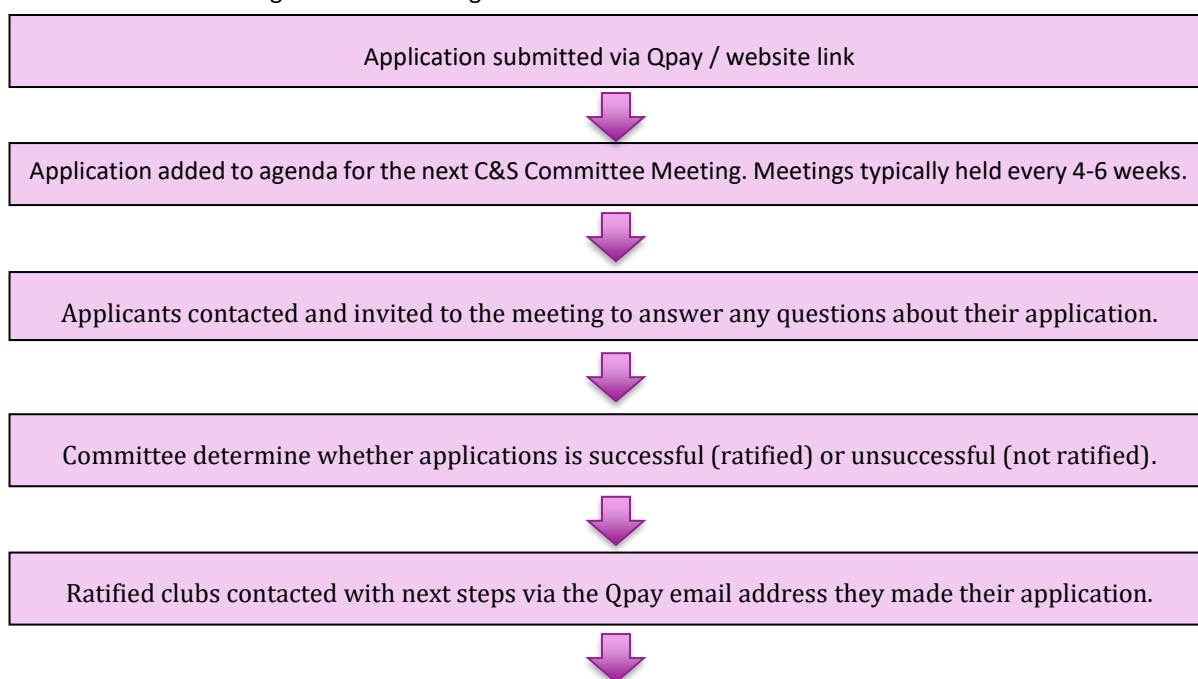
- Can demonstrate they have been functioning as an informal club e.g., already holding events, and have a social media following.
- Are unique in their aims and objectives and do not cross over with other clubs.
- Are not a sub club or arm of a larger organisation which is funded more broadly.
- Have already contacted similar clubs with which they may share objectives, to ensure that there is a clear distinction. Can demonstrated why they need to be independent rather than collaborate/operate as a sub-club of any existing clubs (for faculty clubs)
- Can demonstrate how the club intends to grow and/or ensure the club will not fold once the primary applicant has stepped down or graduated (for small/niche clubs).

STAGE 1: APPLICATION

Clubs must apply via the Qpay link on the website (Schedule 16 not accepted). The applications must:

- Include the objectives of the club,
- Be accompanied by a signature page demonstrating interest from UQ students.

For clubs based at St Lucia, thirty (30) signatures are required. For clubs based on Gatton or Herston or other locations/campuses, ten (10) signatures are required. All signatures must be current UQ students and cannot be initials and rather original or scanned signatures.



Non ratified clubs are provided with the minutes from the meeting explaining why they were not successful. An appeal of the decision may be heard once.

Minutes of the meeting are usually available within one week and the applicant will be informed of the outcome.

STAGE 2: RATIFICATION

If the club has been successful in ratification, they will receive an auto reply to the Qpay email address they submitted with their application containing information about the next steps. Generally speaking, those steps include:

- Hold an Inaugral General Meeting with relelvant minium quorum requirement.
- Inform department of date, time and location of IGM in specified notice period.
- Adopt the UQU Model Constitution and Code of Conduct.
- Receive nominations and elect a club executive team (President, Secretary and Treasurer at a minimum) with a 50% plus one vote.
- Take a photo of the full attendance (one photo) if a member of the C&S committee is not present.
- Upload documents via the link in the auto reply email.

STAGE 3: AFFILIATION

Once the club has submitted the IGM documentation:

Ratified club are added to the agenda to have their IGM documents reviewed by the committee.
If all in order, the club will be officially affiliated.



The newly affiliated club receive an auto reply to the email address they submitted their application through advising of next steps. These include:

- Creating an ABN via the link or completing thirds party form (if already have an ABN).
- Create a website profile
- Read the Executive Handbook located on the website
- Bank account set up and account information sent to the Union

IGM MEETING TEMPLATE

Club name & Acronym:

IGM date/time:

IGM location:

	ITEM	DETAIL
1.0	Complete the attendance list	
2.0	Appoint a minute taker (if not already nominated)	
3.0	Welcome & open meeting	
4.0	Adopt Constitution and Code of Conduct	
5.0	Nominate a Returning Officer	<p>A Returning Officer is someone who is not running for a position and is able to conduct an impartial vote.</p> <p>They should conduct a vote with the attendees to determine how the vote will be conducted, i.e., via a show of hands or a secret ballot.</p> <p>If positions are contested, the Returning Officer can ask the nominees to step out of the room.</p>
6.0	<p>Election of committee</p> <p>4.1 President</p> <p>4.2 Secretary</p> <p>4.3 Treasurer</p> <p>4.4 Other roles (social media / event / welfare etc)</p>	<p>All (eligible) members can nominate themselves or be nominated. Nominees can give a short speech if positions are contested, so that voters can make an informed decision.</p> <p>Nominated by:</p> <p>Seconded by:</p> <p>Nominated by:</p> <p>Seconded by:</p> <p>Nominated by:</p> <p>Seconded by:</p> <p>Nominated by:</p> <p>Seconded by:</p>
7.0	Other business	
8.0	Close	
9.0	Refreshments (optional)	

ATTENDANCE TEMPLATE

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